Docket No.: A220 1010.1

ABSTRACT OF THE DISCLOSURE

A system for acquiring and managing digital records for an organization receives a request for an action on a digital record that includes predefined critical elements. The system then presents one or more profiles for at least one of the critical elements. The critical elements and the profiles incorporate the digital record management policy and procedures of the organization. The system then receives a selection of one of the one or more profiles and executes the action based on the selection.